**Applying for a job at Attitude is Everything**

**To apply for the role, please download and complete the Application Questions and email the document as an attachment to** **administrator@attitudeiseverything.org.uk****.**

**Please attach a CV which includes your contact details, education and employment history. Please title the email with the name of the role you are applying for.**

**Tips and information about applying**

* **IMPORTANT:** We will judge your suitability based on the Application Questions alone and we will not look at your CV until we have decided on whether to shortlist you for the role. Please make sure you put enough detail in your answers to the Application Questions to help us decide if we can shortlist you.
* In each answer, try to give us an example of where you have shown you meet each area of the experience and skills and what the outcome was.
* If your skills or experience do not exactly match a particular area, think about whether there are areas where you have demonstrated a similar skill and explain to us how you think that would help you in the role.
* Whilst we hope to find someone who fits all of the areas on the person specification, please do not be discouraged from applying if there are one or two areas which you think you do not meet. If we think you demonstrate that you are the right candidate in other areas, then we will do our best to find ways to support you to gain the experience you need.
* We strongly recommend asking someone you trust, such as a friend or family member, to read through and check your application and give you feedback before you send it.
* If you are shortlisted for interview then we will send you the questions a few days beforehand so that you have time to read, research and prepare your answers. This is to make sure you have the time and space to give the best possible answer you can give so that we can you the best possible chance of demonstrating your skills and experience to us.

**Some frequently asked questions about our roles**

**Is it possible to apply for a role and work from home?**

We expect the majority of our staff to work on a hybrid basis, blending home and office working.

We envisage that this role will include on-site work at venues, conferences, training sessions and events. This will involve travel around the UK (for which travel expenses and food expenses will be provided).

We are open to discussing how the role would work if you are based outside of London but we would ask you to be prepared to travel to the office on a regular or semi-regular basis.

You will need to have the right to work in the UK.

**I am Deaf, disabled, neurodivergent or have a long-term health condition and am worried about whether this role will be accessible for me. Will you meet my access requirements?**

We are a disability-led charity, and several of the team have lived experience of impairments. We will do everything we can to support disabled people in their roles. We will always make any reasonable adjustments we can and will support you to make an application for Access to Work for any additional resources you might need.

We also regularly review health and safety policies and procedures to ensure a safe working environment for office-based staff.

**I have caring responsibilities or other personal circumstances that impact on my availability. Can you be flexible?**

Yes. We understand that people have personal lives, and these can sometimes impact on their time and availability. We will be as flexible as we possibly can be in terms of supporting staff to balance their work and their personal lives.

Our roles can involve occasional evening work, for example attending Board meetings and events. We are keen to have a conversation to find practical solutions to meet candidates’ own situations whilst meeting the needs of the organisation.

**What can you do to make the interview process accessible?**

We will ask you prior to the interview if you have any access requirements and meet those as best we can. We are currently doing interviews online, but our office has level access, wide doors and an accessible toilet.

We send out the interview questions a few days before the interview takes place. This is to give you time to consider the questions, carry out any research and give us the best answer possible as we know people can find it difficult to give their best possible answer on the spot.

**How will you make a decision on who to shortlist for an interview?**

We will decide who to interview based entirely on what you write in response to the questions on the application document. This will be assessed on how effectively you have demonstrated that you meet the areas of the skills and experience list. We will not look at your CV or any other information until after we have made a decision to shortlist so, please include everything relevant in your answers. Any information that is not included in your answers to the questions will not be taken into account.

**How will you avoid unconscious bias when shortlisting?**

The shortlisting team will not have access to your CV or covering email and will not know your name, education or employment history until after a decision has been made.

**There are some gaps on my CV due to childcare, ill health or another reason. Will this count against me?**

No. We recognise that some people do have gaps in their employment histories for reasons that have no bearing at all on their ability to perform the role. One of the reasons we do not look at your CV when shortlisting is so that we don’t make any assumptions based on where and when you have worked or studied so that we can make sure we assess you on your skills alone.

**I want to apply for the role, but I am not free on the day of interview. What should I do?**

We always list the proposed date of interviews so that candidates have plenty of time to plan and keep their diaries free. However, we will try to be flexible.

If you know or suspect you cannot make the date of interview, please state this in your email when you send the application. The people who are shortlisting the role will not have access to this email and this will not have any impact on whether or not you are offered an interview.

However, when we contact you about interviews, we will do our best to suggest alternative dates.

**Will the job interview be in person?**

The interview will take place online via Zoom or Teams.

**Will I need to do a DBS Check?**

Some roles will require a DBS check, we will inform you during the application process if this is required.

**I have experienced discrimination when applying for jobs in other organisations. Is it worth my time applying?**

Whilst we work on improving access to live events for Deaf and disabled people, we do not believe it is possible tackle any area of inequality in isolation and see our work as part of a wider campaign for a society that is equal and inclusive for everyone.

We want to be as diverse and inclusive an organisation as possible and welcome applications from people within underrepresented or marginalised demographics.

**Application Answers**

**Below are some basic examples of how to answer our application questions. Make sure that you explain how you meet every point of the skills and experience section of the application.**

**Example 1 – Explain and give an example as to how you meet the following areas of the person specification. You can answer each question with one example if it covers all the areas listed or you can use a different example to explain each area.**

* Knowledge or experience of accounting
* Experience of using systems to record financial transactions

I undertook a Level 3 Accountancy and Finance Course at Williams’ College in 2009 and passed with a distinction. Since then, I have worked as a Finance Officer for four charities, including four years at the Bluebird Conservation Trust. In that role, I became used to using QuickBooks to record transactions and to produce accounts. In my annual appraisal, my line manager singled me out for praise for the speed and efficiency with which I used the system.

**Example 2 – Explain and give an example as to how you meet the following areas of the person specification. You can answer each question with one example if it covers all the areas listed or you can use a different example to explain each area.**

* A love of live music
* An understanding of the importance of local music scenes

I love going to gigs and festivals. I went to my first gig at the Academy in Bristol when I was fourteen and go to gigs around five times a month. I now live in Leeds and I’m passionate about the local music scene. I’m a regular at the Brudenell Social Club, which is on Attitude is Everything’s Live Events Access Charter. Outside of work I both promote and play local gigs and absolutely love the sense of community and inclusiveness that I find being part of a local music scene.